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Awards #8

Mr. Gerald A. Larson, Secretary-Treasurer  
William A. Jump Memorial Foundation  
Room 147-E, Administration Building  
U. S. Department of Agriculture  
Washington, D. C. 20250

Dear Mr. Larson:

This is in reply to Mrs. Esther Lawton's recent letter inviting a nomination from this Agency for the 28th Annual William A. Jump Memorial Award.

After a thorough review of possible candidates within the Agency, it has been determined that we will not submit a nominee this year. Please be assured of our continuing interest in this program and our desire to recommend a deserving candidate in the future.

Sincerely,

F. W. M. Janney  
Director of Personnel

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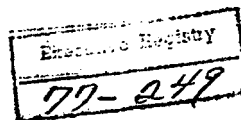
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Award #8



WILLIAM A. JUMP MEMORIAL FOUNDATION  
WASHINGTON, D. C. 20250

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Honorable George Bush, Director  
Central Intelligence Agency  
Washington, D.C. 20505

Dear Mr. Bush

The William A. Jump Memorial Foundation is pleased to announce its 28th annual award program for distinguished career service in public administration. We invite you to nominate a candidate for this Award to provide incentive and recognition to young Federal employees for exemplary public service.

This award program was established in 1950 in honor of the late William A. Jump, Budget and Finance Officer of the U.S. Department of Agriculture, who was recognized nationally for his leadership and distinguished contributions to effective public administration. In May 1976, the Jump Award was given to Pierce A. Quinlan, Administrator, Office of Employment Development, Department of Labor.

As Chairman of the Board of Trustees, I am glad to invite you to continue participation in this program by nominating outstanding young people for this special recognition. I urge you to consider employees from throughout the country in selecting your nominee. Please keep in mind that the nominations are open to all employees in your agency, to women as well as men in either staff or line positions. The announcement of the program gives the necessary information about submission of nominations.

The enclosed brochure contains detailed criteria for nominations. Additional copies may be obtained by calling Mr. Larson's office -- telephone 447-3255.

Sincerely yours,

ESTHER LAWTON, Chairman  
Board of Trustees

Enclosure

Address replies to: Mr. Gerald A. Larson, Secretary-Treasurer  
William A. Jump Memorial Foundation  
Room 147-E, Administration Building  
U.S. Department of Agriculture  
Washington, D.C. 20250

**Distinguished Career Service  
in  
Public Administration**



***28th Annual Award***

**1977 PRESENTATION**

**by the**

**WILLIAM A. JUMP MEMORIAL FOUNDATION  
WASHINGTON, D.C. 20250**

## **Meritorious Award**

### **For Exemplary Achievement in Public Administration**

#### **Awards**

The William A. Jump Memorial Award is presented annually in recognition of outstanding service in administration and notable contributions to the efficiency and quality of the public service. It was established in 1950 in honor of the late William A. Jump, Budget and Finance Officer of the U.S. Department of Agriculture, recognized throughout the Federal Government, and nationally, for his leadership and distinguished contributions to effective public administration. It is supported through private contributions.

The public recognition provided by the award should be an encouragement to young people for increased interest, growth, development and high level performance of work in public administration, and reflects quality as well as integrity.

The award includes a gold key and a certificate of merit. One or two such awards are made each year. In order that wider recognition and encouragement may be given to exemplary achievements in public administration, and especially to the younger group of administrative personnel who indicate great potential as future executive leaders in public administration, the Foundation will grant a special certificate to all other nominees for the award who, in the judgment of the Award Committee, meet the qualifications prescribed by the Foundation.

#### **Eligibility: Criteria**

The nominee must be a career employee of the Federal Government who has not reached his or her 37th birthday, as of December 31, 1976, work performance of the employee over a considerable period of time (no less than five years), in either a line or staff position, must demonstrate a) unusual competence and interest in any area of public administration, b) endowment for leadership in the direction or development of programs, c) creativity and resourcefulness, d) close adherence to the basic principles of enlightened public service, and e) integrity and dedication to duty.

#### **Definition**

For the purpose of this award the term "work" refers to either line or staff activity and the term "public administration" covers all aspects of executive-administrative direction, supervision and development or operation of Federal activities. It does not include achievements specifically of a scientific or technological nature, or of attorneys in the practice of their legal profession. However, persons engaged in such specialized professional fields of work may be eligible for the award if the performance for which the award is made involves general program and policy administration or organizational planning, and executive or supervisory responsibilities of sufficient administrative importance to warrant special recognition. Most simply stated, public administration includes, for example, personnel administration, budgetary and financial administration, administrative analysis, all management and administrative planning activities, and the executive planning and direction of programs.

## Information Requested

Please submit six copies of the nomination. Only one nomination may be submitted by a department or agency. Exhibit materials, such as copies of publications, may be attached, but all of the basic information requested below should be included in the nomination letter. Only one complete set of exhibits and publications need be submitted. Information should be typewritten, single spaced, with new subject paragraphs double spaced and numbered to correspond with the following:

1. Name, title, grade, and salary of the nominee.
2. Bureau and department or agency.
3. Date of Birth (see "Eligibility" paragraph).
4. Home address (and legal or voting address, if different).
5. Educational background.
6. Give a brief description of the nominee's present duties and responsibilities, including the scope of his work, the staff which he supervises, and a chronological review of any significant employment.
7. Describe the past and present work performance of the nominee, including evidence of progressive development and personal qualities for leadership in public administration. Use the eligibility criteria outlined above for guidance.
8. Describe the specific accomplishments and contributions on which the nomination is based. Provide two or more examples.
9. Submit the wording of a proposed citation to be included on the award certificate.

The recommendation should be signed by the head of the department or agency or other responsible official. In addition to the information requested above, the Award Committee may, to the extent deemed necessary, personally interview the candidates or if they are located outside of Washington, the Committee may make special arrangements for interviews at the candidates' field stations. All nominations to be eligible for the 1976 Award must be received no later than March 1, 1977.

The Foundation recommends that departments and agencies consider employees from throughout the country and that nominations for the award be given recognition in agency publications for their achievements and services. We believe such action would help to stimulate active interest in fostering a more effective public service.

The award will be presented in May 1977 at the time of the annual Department of Agriculture Honor Awards Ceremony, or at such other time or place as the Board of Trustees may determine to be appropriate.

MAIL NOMINATIONS TO:  
(original and five processed  
copies—except one set only  
of bulky exhibits)

William A. Jump Memorial Foundation  
Room 147 E, Administration Building  
U.S. Department of Agriculture  
Washington, D.C. 20250

Additional information respecting this announcement may be obtained from: Gerald A. Larson, Secretary-Treasurer, 447-3255.

NOMINATIONS MUST BE RECEIVED NOT LATER THAN  
MARCH 1, 1977

## 1976 Award Winner

PIERCE A. QUINLAN, Administrator, Office of Comprehensive Employment Development, Department of Labor.

## Award Committee

A special "William A. Jump Memorial Award Committee" of distinguished Government officials and private citizens is named each year by the Chairman of the Board of Trustees to make the final selection of the individual, or individuals, to receive the award.

## The Foundation

The William A. Jump Memorial Foundation is supported through private contributions of persons and organizations interested in fostering efficient and effective Federal career service. The Foundation provides for the special public recognition of young people who are demonstrating leadership, creative thinking, and exemplary achievement in public administration.

## Board of Trustees

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of Personnel, Treasury Department

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and Reserve Affairs

Joseph Young, Staff Writer "Federal  
Column" EVENING STAR

Gerald A. Larson, Secretary-Treasurer

William A. Jump Memorial Foundation  
Washington, D.C. 20250

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Remarks:

Executive Secretary

*22 Jan*  
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